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S-E-C-R-E-T

BASIC TRAINING COURSES

FORMER TITLES	NEW TITLES
Agency Indoctrination Course ✓	Induction Course
Agency Orientation Course ✓	National Intelligence Orientation
Phase I - Orientation ✓ Basic Intelligence Course (CS) Basic Intelligence Course (I)-Part I	Basic Orientation
Administration ✓	Administrative Procedures
Administrative Support Course ✓	[redacted] 25X1A
X Human Resources Program	Human Resources Program
Management Course B ✓	Basic Supervision
Management Course A ✓	Basic Management
Instructor Training ✓	Instructional Techniques
Clerical Induction Course ✓	Clerical Induction
Clerical Orientation Course ✓	Clerical Orientation
Clerical Reorientation Course ✓	Clerical Reorientation
English Usage I (Grammar) ✓	Grammar Review
English Usage II (Punctuation and Capitalization) ✓	Punctuation and Capitalization
Shorthand I - Part I ✓	Shorthand Theory Review
Shorthand I - Part II ✓	Introductory Shorthand Dictation
Intermediate Shorthand ✓	Intermediate Shorthand Dictation
Advanced Shorthand ✓	Advanced Shorthand Dictation
Typing for Professional Personnel ✓	Non-Clerical Basic Typing
Typing I ✓	Typing Techniques Review
Typing II ✓	Advanced Typing

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Next 2 Page(s) In Document Exempt

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